Comparisons of Job Characteristics

Focus Occupation: Word Processors and Typists (43-9022)
Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Compare Knowledge
Compare Skills
Compare Abilities
Compare Detailed Work Activities
Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge	**Similarity of Focus Occupation to Associated Occupation: 97**

Focus Occupation: Word Processors and Typists (43-9022)
Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	20.7	22.3	0	Current knowledge level may be sufficient
Customer and Personal Service	11.3	15.7	13.0	<	Expanded education and/or training may be required
English Language	11.2	13.5	12.4	0	Current knowledge level may be sufficient
Computers and Electronics	8.4	12.5	9.7	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills	**Similarity of Focus Occupation to Associated Occupation: 87**

Focus Occupation: Word Processors and Typists (43-9022)
Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Speaking	10.8	13.8	9.0	<<	Extensive development of skills in this area may be required
Active Listening	11.0	13.6	9.5	<<	Extensive development of skills in this area may be required
Time Management	8.9	12.7	8.7	<<	Extensive development of skills in this area may be required
Writing	9.2	12.5	8.3	<<	Extensive development of skills in this area may be required
Service Orientation	7.9	12.2	6.7	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	5.8	1.2	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities	Similarity of Focus Occupation to Associated Occupation: 85

Focus Occupation: Word Processors and Typists (43-9022)
Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	15.0	10.8	<<	Extensive improvement in abilities may be required
Oral Expression	12.4	14.1	9.6	<<	Extensive improvement in abilities may be required
Speech Recognition	9.9	13.3	9.8	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	13.1	11.6	<	Some improvement in abilities may be required
Near Vision	11.1	12.5	13.9	>	Current ability level is likely sufficient
Information Ordering	9.9	12.3	9.3	<<	Extensive improvement in abilities may be required
Written Expression	9.8	12.2	8.8	<<	Extensive improvement in abilities may be required
Time Sharing	6.6	7.9	6.4	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common	Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Word Processors and Typists (43-9022)
Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Work Activities	Exclusivity of Activity
Compile data for financial reports	62
Distribute correspondence or mail	76
Fill out business or government forms	42
Maintain inventory of office forms	71
Maintain records, reports, or files	5
Maintain telephone logs	74
Paste up materials to be printed	89
Perform typing or data entry for extended duration	89
Prepare contract documents	78
Take messages	68
Transcribe spoken or written information	74
Type document from machine transcription	87

Type letters or correspondence	78
Use computers to enter, access or retrieve data	3
Use desktop publishing software	87
Use oral or written communication techniques	1
Use word processing or desktop publishing software	17

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common	Similarity of Focus Occupation to Associated Occupation: n/a

Focus Occupation: Word Processors and Typists (43-9022)
Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.